



Career Opportunities

Position Title	: Project Manager
No. of Post	: (1) Post
Report to	: Director
Department	: Restoring Family Links Department
Project Name	: Monitoring and Reintegration Support in South East region and Chin State, Myanmar Project
Duty Station/Location	: Nay Pyi Taw/ Yangon
Grade	: F2
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (24/09/2020), 16:30

Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

Background: The project, “**Monitoring and Reintegration support in South East Region and Chin State in Myanmar**” aims to address cross cutting issues as well as issues that are identified for health (Hygiene), social services and livelihoods through community mobilization and empowerment and also facilitate the sustainable return of Internally Displaced Persons (IDPs) and potential refugee returnees from Thailand. Therefore, this project is mainly focus on the community-based reintegration and the services for the vulnerable persons who affected by displacement in Kayin and Chin States and also Tanintharyi Region.

Purpose of the Position: The Project Manager will be mainly responsible for the overall management of the project that to be achieved and succeeded the expected results for the targeted vulnerable persons from the targeted areas.

Duties and Responsibilities

Project Management and Implementation

1. Develop or prepare proposal and project partnership agreement or amendment as required.
2. Supervise and ensure all project planning, implementation, monitoring and evaluation.

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3. Develop or revise tools, guidelines, training manual, teaching materials, IEC and other related documents.
4. Coordination and collaboration with departments under MRCS, UNHCR and other related Stakeholders.
5. Conduct assessment of village project supervisory team, assess their capacity to manage project activities by employing UNHCR assessment guidelines, tools and questionnaires.
6. Establish in consultation with UNHCR the selection criteria for village project supervisory team members.
7. Manage project risks that to achieve project expected results.
8. Technical support for the trainings to the staff and community facilitators.
9. Provide support to community activities such as livelihoods and distributions.

Coordination and Cooperation

10. Coordination and collaboration to select and assist with cash distribution or in-kind support with local authorities, Red Cross Branches, project supervisory teams, UNHCR field office as needed.
11. Coordinate within MRCS Departments, State/Region/District/Townships Red Cross Branches and UNHCR.

Financial Management

12. Manage and take responsibility for working advances, expenditures are in line with MRCS/ UNHCR financial guidelines and procedures.
13. Prepare and plan the budgets quarterly report to UNHCR and also make sure to get approval from MRCS's ECs.
14. Revise and request budget with UNHCR as needed.
15. Regular monitoring on NAV financial report (including budget utilization).
16. Review and check monthly financial report that was prepared by Finance Officer.
17. Support for internal and external audit as needed.
18. Submit regular internal liquidation reports.

Monitoring, Evaluation and Reporting

19. Regular field visits for monitoring and mid-term/annual evaluation.
20. Monitor and review timely reports from the project staff and feedback them as necessary.
21. Provide support during partners visits as well as consultant/technical support visits to the field site as required.
22. Ensure that monthly, quarterly and annual reports as necessary.
23. Report on and summarize grievances and complaints from community facilitators on over all protection including safety and security issue and data collection.

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Other Tasks assigned

24. Any duties assigned by Director, Restoring Family Link Department.

Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age under 35 to 50 years old**
- University degree in relevant field, preferably Master Degree in Social Science or Management
- Working experiences in related to Community development field
- Minimum 5 years of experience working with refugees, IDPs, returnees or similar experiences
- Experience of financial administration and report writing skill
- Experience in developing and applying participatory training methodologies and in the facilitation of trainings related to communication skills
- A proven experience of project management including finance, operation and human resources management and community development
- Representational skills including developing networks and relationships with key stakeholders
- Must have strong coordination, negotiation and collaboration
- Understanding of development and humanitarian aid and principles is highly desirable
- Ability to work well under tight deadlines, excellent interpersonal and communication skills, negotiation skills, networking and coordination skills required
- Effective Computer Skills (MS Office packages)
- Ability to travel anywhere with short notice
- Effective English/Myanmar writing, speaking, communication and translation

****Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (PDF Version) to:**

Head Office:

Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw.

Email: mrcshrrecruitment@redcross.org.mm

Branch Office:

Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung Township, Yangon. (or)

For more information and application, please visit to the www.redcross.org.mm

Only short listed candidates will be contacted for a personal interview.

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